

Job Description  
*Missouri State Highway Patrol*

Class Title: Chief Technician

Title Code: V07451

Effective Date: 04/01/2008

Date Reviewed: 03/17/2009 C003

Date Revised: 03/17/2009 HRD

**Immediate Supervisor:** Technical Section Chief

**Position Supervised:** Those assigned by the Technical Section Chief

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Chief in the technical section maintains and repairs electronic and communications equipment in the central and district radio shops with a high degree of skill and efficiency. They may perform field service and are assigned to work on special equipment or projects. A Chief is usually assigned to a specific job responsibility and is the leading expert in that area. This individual works with a minimum of supervision and is expected to exercise a high degree of judgment and discretion in the performance of duties.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

Performs routine maintenance and repair on two-way communication equipment, radar units, electronic sirens, recorders, video systems, test equipment, and various specialized pieces of electronic equipment.

Oversees and performs special electronic construction projects.

Performs installation and repairs of communications and electronic equipment in the field.

Performs installation and repair to telephone systems, instruments, and equipment at troop headquarters, weight stations, zone offices, Patrol laboratories and driver examination stations.

Prepares reports pertaining to repairs, scheduled maintenance, parts acquisitions, etc.

Makes performance test and necessary repairs on mobile units and associated equipment stripped from older patrol vehicles for reinstallation in new vehicles.

Supervises shop personnel working in areas as assigned by the Technical Section Chief.

May assist with the planning and implementation of emergency field communications systems.

Maintains current knowledge in assigned area of responsibility being able to provide expert testimony of equipment operation and maintenance.

May assist with the installation, maintenance and repair of lighting and other electrical equipment associated with the Patrol's tower/antenna systems.

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May perform all duties of a Communications/Assistant Chief Technician and other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of basic electronic theory, as well as various telecommunications systems utilized by the Patrol.

Working knowledge of the policies and procedures of the technical section of the division and how the section supports the general responsibilities of the division.

Knowledge of the basic principles and techniques of supervision.

Possess the skills necessary to design and fabricate complex electronic circuitry.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate technical electronic equipment to include radar test sets, signal generators, oscilloscopes, VOM meters, spectrum and antenna analyzers, etc.

Ability to diagnose, repair and maintain a wide variety of base stations and mobile radios and other electronic and mechanical equipment utilized by the Patrol.

Ability to transport equipment such as mobile radios, base stations, spectrum analyzers, standby power supply batteries, etc.

Ability to effectively use tools such as soldering irons, screw drivers, wrenches, drills, integrated circuit extraction tools, etc., to install and/or repair communications equipment.

Ability to lift and position equipment weighing 50 pounds (e.g., spare tires and trunk mounted communications equipment, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain effective working relations with others.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to understand and follow written and oral instruction.

Ability to communicate effectively in oral and written form.

Ability to plan, assign and direct the work of others.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to work with materials that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must satisfactorily completed one year as an Assistant Chief Technician and meet the minimum qualifications of all technical positions.

Possess a General Radio Operators License issued by the Federal Communications Commission, or a certificate of technician competency issued after examination by a communications industry association recognized and endorsed by the FCC, such as NABER, ISCET, APCO or NARTE or a Radio Amateur Extra Class License.

Satisfactorily completed six weeks of thirty-two hours of advanced technical training provided at the radio shop.

Reassignment applicants must have served at least one year as an Assistant Chief Operator or higher and meet the minimum qualifications of an entry-level technical position. Applicants must demonstrate a proficiency in electronic technology determined by testing procedures outlined in General Order 34-03 and complete advanced technical training as outlined in Communications S.O.P. 13-008 within two years of reassignment.

Must meet the qualifications outlined in Section 43.060 RSMo.

NECESSARY SPECIAL REQUIREMENTS

Must be of good moral character and never been convicted of a felony or any crime involving moral turpitude.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.